

GSA Task Order ID: 47QFSA19F0051 / ID04180141

Award – June 19, 2019

Mod 001 – August 30, 2019

Mod 002 – September 3, 2019

Mod 003 – September 11, 2019

Mod 004 – September 27, 2019

Mod 005 – October 17, 2019

Mod 006 – November 1, 2019

Mod 007 – December 2, 2019

Mod 008 – December 18, 2019

Mod 009 – January 15, 2020

Mod 010 – January 28, 2020

Mod 011 – January 29, 2020

Mod 012 – February 06, 2020

Mod 013 – March 04, 2020

Mod 014 – March 12, 2020

Mod 015 – March 16, 2020

Mod 016 – March 24, 2020

Mod 017 – March 26, 2020

Mod 018 – March 31, 2020

Mod 019 – April 7, 2020

Mod 020 – April 23, 2020

Mod 021 – May 15, 2020

Mod 022 – June 1, 2020

Mod 023 – June 10, 2020

Mod 024 – June 23, 2020

Mod 025 – July 07, 2020

Mod 026 – July 21, 2020

Mod 027 – August 19, 2020

Mod 028 – August 26, 2020

Mod 029 – August 31, 2020

Mod 030 – September 16, 2020

Mod 031 – September 22, 2020

Mod 032 – September 24, 2020

Mod 033 – October 7, 2020

Mod 034 – October 22, 2020

Mod 035 – November 16, 2020

Mod 036 – December 09, 2020

Mod 037 – December 14, 2020

Mod 038 – January 04, 2021

Mod 039 – January 25, 2021

Mod 040 – February 19, 2021

Mod 041 – March 17, 2021

Mod 042 – March 23, 2021

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Mod 043 – April 6, 2021 Mod 044 – April 13, 2021 Mod 045 – April 28, 2021 Mod 046 – May 12, 2021 Mod 047 – June 15, 2021 Mod 048 – June 23, 2021 Mod 049 – July 06, 2021 Mod 050 – July 09, 2021 Mod 051 – July 28, 2021 Mod 052 – August 5, 2021 Mod 053 – August 18, 2021 Mod 054 – August 26, 2021 Mod 055 – September 01, 2021 Mod 056 – September 13, 2021 Mod 057 – September 21, 2021 Mod 058 – September 24, 2021 Mod 059 – October 6, 2021 Mod 060 – November 9, 2021 Mod 061 – December 20, 2021 Mod 062 – February 3, 2022 Mod 063 – February 15, 2022 Mod 064 – March 21, 2022 Mod 065 – April 28, 2022 Mod 066 – May 03, 2022 Mod 067 – May 23, 2022 Mod 068 – June 2, 2022 Mod 069 – June 7, 2022	
Client Org: U.S. Army Combat Capabilities Development Command (CCDC) - Aviation & Missile Center, Systems Simulation, Software and Integration (S3I) Directorate	Contracting Officer's Representative (COR): Michael Baum Phone: (b) (6) Email: (b) (6) Phone: (b) (6)
Project Title: Human Dimension (HD) Support Services	POP: Base Year: 09/01/2019-08/31/2020 Option Year 1: 09/01/2020-08/31/2021 Option Year 2: 09/01/2021-08/31/2022 Option Year 3: 09/01/2022-08/31/2023 Option Year 4: 09/01/2023-08/31/2024
CLINs Structure: CLIN 0001: Support Services (FFP) CLIN 0002: Training Support Services (LH) CLIN 0003: Other Direct Costs (ODCs) CLIN 0004: Travel CLIN 0005: Training	
Type: Firm Fixed Price, T&M	









**Performance Work Statement (PWS)
Human Dimensions Support Services (HDSS)
Systems Simulation Software and Integration (S3I)**

1.0 INTRODUCTION: Work is to be accomplished for U.S. Army Combat Capabilities Development Command (CCDC) - Aviation & Missile Center, Systems Simulation, Software and Integration (S3I) Directorate, herein referred to as Client(s), through the General Services Administration (GSA), Federal Acquisition Service (FAS), Assisted Acquisitions Services Division (AASD), Southeast Sunbelt Region.

1.1 Background: This effort will provide services and products in support of the Human Dimension (HD), the cognitive, physical, and social components of a Soldier, Department of Defense (DoD) Civilian, leader, and organizational development and performance. The HD White Paper (ATTACHMENT A) by US Army Combined Arms Center provides historic information. Services will be led by certified CEPP instructors (ATTACHMENT J) in the area of performance psychology, specifically performance enhancement and cognitive enhancement; as well as, support in operations analysis, curriculum development, and training coordination. HD training products will use realistic simulations and biofeedback technology to complement and integrate the cognitive skills to form a cohesive training platform. AMRDEC customers include DoD components to include, but not limited to Cyber, Intelligence, and Kinesiology communities, and other government agencies. Support to DoD customers includes performance psychology at the Sensitive Compartmented Information (SCI) level and at the Special Access Program (SAP) level.

1.2 APPLICABLE DOCUMENTS (ATTACHMENTS): Applicable top-level documents are identified by number, title, date and category in the Document Summary List (DSL). The document revisions specified in the DSL and Contract Data Requirements List (CDRL), take precedence over the generic references (without revision letters) cited in the PWS.

ATTACHMENT A: White Paper – Human Dimension	 ATTACHMENT A_ White Paper – Humar
ATTACHMENT B: CDRLs	 ATTACHMENT B_ CDRLs_10022018.do
ATTACHMENT C: Document Summary List	 ATTACHMENT C_ Document Summary

ATTACHMENT D: Technical Work Directive (TWD)	 ATTACHMENT D_ Technical Work Direc
ATTACHMENT E: Cognitive Enhancement for Performance Program (CEPP) Surveillance Process	 ATTACHMENT E_ Cognitive Enhanceme
ATTACHMENT F: DD Form 254	 ATTACHMENT F_ DD Form 254.docx
ATTACHMENT G: List of Key Personnel and Qualifications	 ATTACHMENT G_HDSS Key Personn
ATTACHMENT H: Travel Authorization Form	 ATTACHMENT H_ Travel Authorization
ATTACHMENT I: Travel Expense Summary	 ATTACHMENT I_ Travel Expense Summ
ATTACHMENT J: CEPP Instructor Certification Topics	 ATTACHMENT J_ CEPP Instructor Certi
Attachment K: List of Acronyms	 ATTACHMENT K_ List of Acronyms.doc

2.0 SCOPE: The contractor shall provide support to S3I for the development and execution of a Human Dimension (HD) training program for S3I customers. The training services acquired under this task order will be led by certified instructors in the area of performance psychology, specifically performance enhancement and cognitive enhancement and the application of these skills in multiple tactical training programs. The services will also include support in operations analysis, curriculum development, and training coordination. HD training products will use realistic simulations and biofeedback technology to complement and integrate the cognitive skills to form a cohesive training platform. This action supports requirements necessary to promote Research, Curriculum Development, Instructor effectiveness, tailored Instruction for each designated Department of Defense (DoD) unit or Organization, Technology Development, Quality Assurance/Quality Control, and application in the following areas: (1) Cognitive Enhancement Training, (2) Tactical/Operational Training, (3) Program Evaluation/Metrics, (4) Training Development, and (5) Holistic Fitness and Kinesiology.

The S3I has HD support responsibilities for multiple customers, to include: US Special Operations Command (SOCOM), US Army Intelligence Center of Excellence, Army Resiliency Directorate (ARD), US Army Cyber Center of Excellence (USACCoE), Army Research Institute (ARI), Walter Reed Army Institute of Research (WRAIR), Air Force Air Education Training Command (AETC), US Army JFK Special Warfare Center and School (USAJFKSWCS), Marine Corps Intelligence School (MCIS), Defense Acquisition University (DAU), Transportation Security Administration (TSA), CRADA Partners, Research Centers, and Academia. A representative list of areas that S3I currently has assigned HD support responsibilities is included in Paragraph 9.

2.1 CONTRACT LINE ITEM (CLIN) STRUCTURE:

CLIN XXX1 - SUPPORT SERVICES (Firm Fixed Price (FFP)), as specified in PWS Section 3.0

CLIN XXX2 - HUMAN DIMENSION TRAINING SUPPORT SERVICES (Severable Services Time and Material (T&M)), as specified in PWS Section 4.0 and 5.0

CLIN XXX3 – OTHER DIRECT COSTS (ODCs), as specified in PWS Section 18.1

CLIN XXX4 - TRAVEL (In support of CLINs 0001 – 0002), as specified in PWS Section 18.2

CLIN XXX5 – TRAINING, as specified in PWS Section 18.3

CLIN XXX6 - CONTRACT ACCESS FEE (CAF)

3.0 CONTRACT LINE ITEM NUMBER (CLIN) 0001: SUPPORT SERVICES (Severable Services Firm Fixed Price (FFP)): The contractor shall provide operations analysis and program management support in accordance with the requirements listed below.

3.1 OPERATIONS ANALYSIS: Operations analysis shall focus on managing the resources required in the most effective and cost-efficient way possible for daily program operations. This includes being able to staff actions when resources are needed on an ad hoc basis, and being able to accurately predict future required resources, to include financial, personnel, and logistical considerations.

3.1.1 Weekly Status Report: The contractor shall submit a report summarizing the activities of each place of performance. The contractor shall provide comments and status for each of the following categories: enhanced performance training, training outcomes/feedback, personnel, logistics, local customer, and overall. The contractor shall report the status of each category along with relevant comments. Report shall be submitted IAW DI-MGMT-80508B. A suggested template is attached to CDRL A003 (ATTACHMENT B).

3.1.2 Training Calendar: The contractor shall maintain updated training calendars for all training centers IAW DI-MGMT-80508B (ATTACHMENT B). Information includes type of training, trainees, location (color coded by location) dates of training, and names of instructors). This shall be an electronic shared calendar, accessible by the COR upon request.

3.1.3 User Support: The contractor shall provide resources for the fielding of the training curriculums. This includes such things as copying the training products to the media used to deliver to the end user, providing electronic distribution of the training products, coordinating the

distribution with the end user, maintaining distribution records of curriculum versions provided for end user training, and delivering training products and workbooks to the end user.

3.2 LOGISTICS SUPPORT: The contractor shall provide logistics resources for travel and purchasing in order to execute requirements for Mobile Training Teams (MTT) to provide off-site training and procure any materials, equipment, hardware, software requirements.

3.3 PROGRAM MANAGEMENT: The contractor shall provide program management, to include support and administration. The contractor shall conduct and attend external meetings (i.e. meetings with non-HD entities), conduct site visits, communicate program metrics to stakeholders in both written and verbal forms, supervise courses, and manage travel.

3.3.1 Review/Audits: The contractor shall attend, make presentations to and provide resources to the S3I in any Government audit or agency reviews/audits. Provide presentations IAW DI-ADMN-81373 (ATTACHMENT B).

3.3.2 Weekly Personnel Status: The contractor shall prepare a status report by Technical Work Directive each week with an overview of unfilled customer positions and an onboarding status of new hires to include CAC, clearance, and read-on status, with specific attention to TS/SCI positions. Clearances required for a task are specified in each TWD.

3.3.3 Monthly Status Report: The contractor shall prepare a status report for all Technical Work Directives (TWDs) ATTACHMENT D to include training metrics (number of people trained, number of hours of training provided, and soldier contact hours by individual trainers), significant training events, and burn rate for each customer IAW DI-MGMT-80508 (ATTACHMENT B).

3.3.4 The contractor shall provide a personnel roster IAW DI-MGMT-81834A (ATTACHMENT B).

3.3.5 Contractor Manpower Reporting: The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the U.S. Army Combat Capabilities Development Command (CCDC) - Aviation & Missile Center, Systems Simulation, Software and Integration (S3I) Directorate via a secure data collection site. The contractor shall completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>

3.3.6 Quarterly Status Review: A formal review shall be held every quarter with the COR and end users. The contractor shall participate in such reviews and provide a roll-up of the quarter's status, product demonstrations, and expenditure reports IAW DI-MGMT-80368A and

DI-FNCL-80331A (ATTACHMENT B). It is estimated to be up to one-half day duration at a Government site at Redstone Arsenal (RSA), Alabama or other location designated by the COR.

3.4 Human Dimension University Mindfulness Research and Application Support for Military Service Members (Future FFP CLIN that can be exercised): The Contractor shall provide (at the request of the government if exercised) Mindfulness Subject Matter Expertise. Mindfulness is a mental state characterized by attention to present moment experience without judgment, elaboration, or emotional reactivity, similar to meditation in which an individual purposefully engages in focused attention on the present moment without judgment or mental elaboration. Support will include but not be limited to cutting-edge brain research and mindfulness/contemplative training development and instruction. Contemplative training is offered in nonsectarian, accessible, and innovative ways to optimize performance, enhance wellness, and promote resilience in military service applications in the advancement of human dimensions elements of applied science.

3.5 Human Dimension Research and Academia (Future FFP CLIN that can be exercised): The contractor shall support (at the request of the government if exercised) future requirements in the area of Human Dimension research. This CLIN enables AMRDEC to execute research and leverage Subject Matter Expertise existing in academia for future requirements. Support areas could include, but are not limited to, Human Performance Optimization (HPO), Performance Psychology, Learning Science, and Training Innovation.

(End of CLIN 0001)

4.0 CLIN 0002: HUMAN DIMENSION TRAINING SUPPORT SERVICES (Severable Time and Material (T&M)): The contractor shall perform the tasks described within the contents of this PWS which shall be further delineated in an electronic TWD signed by the contracting officer's representative (COR) see example in ATTACHMENT D. The TWD will clearly define requirements for the contractor to plan and perform. Information in the TWD will include plans, schedules, and funding constraints in accordance with support services identified below. The TWD will identify a point of contact for the specified efforts.

Deliverables: Prior to delivery to the Government, the CDRLs, data requirement deliverables, shall be approved in writing by contractor managerial personnel with authority to represent the contractor. CDRLs are provided as (ATTACHMENT B) to this document.

4.1 TRAINING CENTER MANAGEMENT: The contractor shall lead, manage and direct contractor staff assigned to respective installations. The contractor shall coordinate with end user at their geographic location to plan, prepare and execute contracted training. The contractor shall ensure the readiness of all Instructors and Cognitive Performance Coaches (CPC) to include Professional Certification and conduct rehearsals for training presentations to ensure instructors are "ready to teach".

4.2 COGNITIVE ENHANCEMENT:

4.2.1 Cognitive Training: The contractor shall provide technical expertise in applying performance psychology and cognitive enhancement techniques to AMRDEC customers identified in each Technical Word Directive (TWD). The Cognitive Training skills are based on sport and performance psychology theory and research. The contractor shall provide expertise and instruction in, but not limited to: Mental Skills Foundations, Energy Management, Attention Control, Effective Thinking, Goal Setting, Imagery, Enhanced Memory, Sleep and Biorhythms, Team Building, Accelerated Learning, Planning and Prioritization, Motivation, and Leader Philosophy. In order to support and execute requirements the contractor is preferred to be Master Resilience Trainer certified as referenced in Army Regulations (AR) 350-53 (ATTACHMENT C). The contractor shall tailor the HD curriculum for each TWD.

4.2.1.1 The contractor shall conduct training intake/registration to include initial unit contact, observation, and development of a unit training plan with Measures of Effectiveness as defined by the Commander.

4.2.1.2 The contractor shall provide training based on the unit training plan in a combination of classroom didactic training, individual one-on-one training, and field-based application training with the requesting unit. The contractor support services shall provide instruction in education, acquisition, application phased instructional model to customers. The contractor shall utilize the concept of HD as delineated in The Human Dimension White Paper, US Army Combined Arms Center.

4.2.2 Program Development: The government will provide unique Sport or Performance Psychology training to the contractor as determined and approved by the COR. This may include conducting or attending Cognitive Performance Coach (CPC) certification courses, seminars, and observing instructors providing training and provide feedback on delivery of training. The contractor shall submit a request to conduct and/or attend Professional development training to the COR for approval prior to training date. This Government-Furnished training does not include formal educational training, or general biofeedback training. The contractor shall provide trained personnel and provide continuing education to meet Key Personnel and Qualifications for (ATTACHMENT G) requirements at the contractor expense.

4.2.3 User Meetings: The contractor shall participate in meetings between the S3I and S3I customers/pertinent personnel (e.g., personnel representing the user, Command group, and Project Office) when requested by the Government.

4.2.4 Curriculum Reviews: The contractor shall participate in quarterly performance psychology related curriculum reviews in support of the S3I and DoD customers. The contractor shall coordinate think tanks consisting of government and contractor personnel for updates to the curriculum, develop instructional strategies, assess method effectiveness, provide feedback to the S3I, and train new instructional methods to leads. Curriculum review content and minutes shall be provided to leads, master trainer and COR. Reviews shall be prepared IAW DI-ADMN-81250A (ATTACHMENT B). A copy of the baseline curriculum will be provided IAW paragraph 4.5.12 below.

4.2.5 Mobile Training Teams: The contractor shall establish a Mobile Training Team (MTT) to provide off-site training to S3I customers. MTTs can be done at a central location, or at one specified by the requesting organization to include military training centers. The contractor shall submit a request to conduct MTT training to the COR for approval prior to training date.

4.3 ACCELERATED LEARNING: The contractor shall provide technical expertise in the field of Learning Enhancement, pedagogy, and curriculum development. Technical experts shall provide instruction in the application of Learning Enhancement skills in an academic environment to S3I customers in order to increase student performance and reduce attrition. The contractor shall provide technical expertise and instruction in the following areas, but not limited to: Planning and Prioritization, Effective Reading, Note Taking, Peer Learning, Study and Test Taking techniques.

4.4 INSTRUCTOR EFFECTIVENESS: The contractor shall provide technical expertise in the field of Learning Science. Technical experts shall provide instruction in known competencies, skills, and techniques that promote effective and efficient student learning, and that enhance learning through a variety of teaching methods as well as multiple opportunities to engage with learning content. The contractor shall develop and provide training on how to increase student attention and motivation, and subsequently increase skills and retention of new knowledge and apply this knowledge to tactical training tasks. The contractor shall leverage research performed by Army Research Institute (ARI) and their whitepaper on Instructor Effectiveness.

4.5 COURSE AND CURRICULUM DEVELOPMENT: The contractor shall:

4.5.1 Conceptualize and develop institutional leadership transformation objectives into viable training products, materials and programs; and integrates the requirement into qualification courses, advanced training courses, and Professional Military Educations (PME) programs to achieve end user objectives specified in the TWD.

4.5.2 Design and develop training courses requiring the establishment of instructional design and development criteria through the analysis of educational and instructional problems and questions.

4.5.3 Develops goals, defines learning objectives, and develops appropriate course and program assessments and authors course materials.

4.5.4 Adapt and extend available material, develops new approaches, methods and techniques.

4.5.5 Review course content for adherence to Army Learning Models (using a Training and Doctrine Command (TRADOC) Pam 525-8-2 (ATTACHMENT C) and document IAW DI-MGMT-80508B (ATTACHMENT B).

4.5.6 Resolve controversial, unconventional and novel problems.

4.5.7 Accurately forecast operations, plan requirements and milestone data to ensure timely completion of assignments.

4.5.8 Participate in planning, developing, evaluating and revising curriculum.

4.5.9 Evaluate student learning and coach students by observing and mentoring, providing feedback, counseling with professional and personal development.

4.5.10 Monitor and evaluate training effectiveness throughout the course of instruction.

4.5.11 Conduct task analyses for determining training requirements and conduct task analyses in special staff studies of training and testing materials.

4.5.12 Establish a collection of baseline training products and curriculums and a process to modify those products in support of the end users and provide to the end users for archive. Provide a copy of curriculum IAW DI-MGMT-80508 (ATTACHMENT B).

4.6 RESEARCH, DATA ANALYSIS AND EVALUATION: The contractor shall:

4.6.1 Conduct research and experimentation to investigate best practices within the performance psychology, tactical training, holistic fitness, curriculum development, and training instruction industries and academia.

4.6.2 Collaborate with training developers and implementers to develop surveys to elicit feedback from many sources across the institution and from the operational force.

4.6.3 Identify areas for improvement, ascertain if institution training meets the needs of the force, identify gaps in training and education programs and identify best practices.

4.6.4 Analyze survey responses, identify training and education gaps, identify areas requiring improvement, ascertain if the training meets the needs of the force, identify trends, provides quantitative and qualitative data reports and findings.

4.6.5 Document research, surveys and analyses IAW DI-MGMT-80508 (ATTACHMENT B).

4.7 TACTICAL TRAINING: The contractor shall develop a training curriculum and provide instruction for the development of technical and tactical military skills and techniques. Tactical training shall be a combination of didactic and field base training with Soldiers and their units. The contractor shall have evaluation criteria in place to provide feedback as well as performance metrics to evaluate Soldier performance in the moment and against historical normal.

4.7.1. CYBER TACTICAL TRAINING: The contractor shall provide instruction and training development of US Army Cyber Center of Excellence (USACCoE) courses providing trained personnel to the Army Cyber Command's mission. These courses include initial entry training and professional military education common core Unified Land Operations (ULO) instruction; the Army Leaders Cyber Operations Course (ACOPC); the Cyber Operations Planning Course (COPC); the Electronic Warfare Transition Course; the Cyber Common Technical Core (CCTC); and various Cyber-related seminars and workshops as requested by the Cyber Center of Excellence.

4.7.2. INTELLIGENCE TACTICAL TRAINING: The contractor shall provide schoolhouse instruction and training development of curriculum and training materials relating to all source, signals intelligence (SIGINT), human and counter-intelligence (CI/HUMINT), and other emerging competencies relating to intelligence, surveillance, reconnaissance (ISR) capabilities. The contractor shall integrate Cognitive Enhancement skills and techniques throughout the training program for both students and cadre.

4.7.3. KINESIOLOGY and OTHER TACTICAL TRAINING: The contractor shall provide a holistic fitness (ATTACHMENT A) training process to enhance the physical performance as well as proactively reduce the likelihood of injury for DoD military and civilians. The contractor

shall incorporate industry best practices from kinesiology, nutrition, and functional physical fitness from military and professional sports clubs. The contractor shall incorporate mental skills and cognitive enhancement training techniques (PWS paragraph 4.3) into a cohesive solution to maximize Soldier performance. The contractor shall incorporate the use of biofeedback technology to evaluate and quantify physical fitness, optimize tailored training plans, and reduce the likelihood of injury.

4.8 SURVEILLANCE PROGRAM: The contractor shall implement a surveillance program IAW ATTACHMENT E, Human Dimension Support Services (HDSS) Surveillance Process (ATTACHMENT C). The quality program shall apply to all deliverable products provided by the contractor. The contractor shall document the program performance activities, problems, and plans in a program progress and status report IAW DI-MGMT-80508B (ATTACHMENT B).

5.0 DATA ANALYTICS: The contractor shall provide multiple platforms to capture/inject Soldier performance data to include: simulation based training, mobile and web-based software applications, and biofeedback technologies in the HD program. The contractor shall provide subject matter expertise (SME) in the field of bio and neurofeedback in developing technologies and the use of such products to quantify and generate human performance metrics both standalone and within simulation based training and mobile apps.

5.1 SIMULATION BASED TRAINING: The contractor shall provide software development capabilities and feedback on the application of simulation and biofeedback technologies in the HD program.

5.2 SOFTWARE DEVELOPMENT: The contractor shall provide software development capabilities to include, but not limited to, mobile device applications and web based applications for the purpose of evaluating and tracking human performance.

5.3 BIOFEEDBACK: The contractor shall provide subject matter expertise in the field of bio and neurofeedback, in developing technologies, and the use of such products to quantify and analyze human performance metrics both standalone, during tactical training events, and within a simulation based training environment. The contractor shall collect, consolidate and analyze data in order to assess individual and team/unit performance at both snapshot moments and also over time. The contractor shall participate in the assessment of the adequacy of bio and neurofeedback tools; in the development/modification of appropriate bio and neurofeedback support tools; in the establishment of appropriate bio and neurofeedback maintenance capabilities; perform demonstrations as appropriate; and provide input in evaluation/development/modifications of bio and neurofeedback documentation IAW DI-MGMT-80508B (ATTACHMENT B).

(End of CLIN 0002)

6.0 PERFORMANCE CRITERIA MATRIX

PWS Ref	Deliverable or Required Services	Performance Standard (s)	Acceptable Quality Level (AQL)	Method of Surveillance
3.3.6	Quarterly Status Review	<p>Timeliness – Report delivered on time.</p> <p>Quality – Report accurately reflects project status and cost</p>	<p>Contractor delivery of status and financial reports are no greater than 10 work days late.</p> <p>Performance meets contract requirements.</p> <p>Problems that are encountered are minor and resolved in a satisfactory manner.</p>	100% Inspections
3.3.2	Weekly Personnel Status	<p>Timeliness – Report delivered on time.</p> <p>Quality – Report accurately reflects project status. Report is to include Personnel Status Review: a) Current Staffing by TWD b) Personnel Vacancy by TWD and duration of status c) Personnel Clearance Status by TWD and duration of status</p>	<p>Contractor delivery of status reports are no greater than 10 work days late.</p> <p>Performance meets contract requirements.</p> <p>Problems that are encountered are minor and resolved in a satisfactory manner.</p> <p>a) Current Staffing by TWD b) Personnel Vacancy by TWD- Vacancies must be filled within 30 days or provide documentation that the contractor is actively seeking the best qualified personnel for the position. c) Personnel Clearance Status by TWD- Clearance should be initiated within 30 days. Personnel must meet clearance requirements for the TWD and be read-on capable within 30 days.</p>	100% Inspections, Observations, Customer Complaints

PWS Ref	Deliverable or Required Services	Performance Standard (s)	Acceptable Quality Level (AQL)	Method of Surveillance
3.3.3	Monthly Status Report:	<p>Timeliness – Report delivered on time.</p> <p>Quality – Report accurately reflects project status and cost. Is to include Financial Status Review: a) Actual burn per month by TWD broken out by CLIN b) Projected burn for remainder of period of performance</p>	<p>Contractor delivery of status and financial reports are no greater than 10 work days late. Performance meets contract requirements. Problems that are encountered are minor and resolved in a satisfactory manner.</p>	100% Inspections
4.3.4	Curriculum Reviews	<p>Quality – Review provides assessment of method effectiveness, identifies potential updates to curriculum, feedback to S3I, minutes reflect future action items and responsible party for completion of action item. Problems that are encountered are minor and resolved in a satisfactory manner.</p>	N/A	Scheduled and unscheduled inspections, observations, customer complaints
4.6.5	End of course Surveys	<p>Quality of training - Overall rating of satisfactory or better</p> <p>Quantity – All students submit survey</p>	<p>95% of surveys overall rating of satisfactory or better</p> <p>95% of the time all surveys are submitted by students</p>	Randomly select class and complete 100% inspection of each survey.
4.9	Surveillance Program	<p>Quality – Surveillance process is completed for all HDSS instructor led training.</p>	<p>Performance meets contract requirements. Contractor completes surveillance process for at least 90% of all HDSS instructor led training identified in the surveillance process at least once per month</p>	Scheduled and unscheduled sampling

PWS Ref	Deliverable or Required Services	Performance Standard (s)	Acceptable Quality Level (AQL)	Method of Surveillance
22.0	Invoice Accuracy	<p>Accurately invoicing to minimize required Government resources and review times.</p> <p>Timeliness – Invoice submitted on time</p> <p>Quality – Proper invoice and there is no disagreement over quantity, quality, or contractor compliance with task order requirement</p>	<p>No more than one (1) invoice required resubmission and rework during the quarter. All initial invoices submitted on or before the tenth (10th) calendar day of the billing cycle.</p> <p>95% delivered on time</p> <p>95% Accurate</p>	100% Inspection

7.0 DELIVERABLES (CDRLS) AND REFERENCES: (See ATTACHMENTS B & C):

All deliverables shall be delivered to the COR and/or CO no later than the dates specified or other Government-approved schedule. All deliverables become property of the U.S. Government.

7.1 Kick-Off Meeting. Within fourteen (14) work days following the task order award date or start of task order, the contractor shall schedule and attend a “kick-off” meeting to review the contract terms and conditions. The meeting location will be determined after award. The contractor shall provide meeting minutes to the GSA Contracting Officer (CO) no later than seven (7) work days after the meeting (ATTACHMENT C).

7.2 Quality Control. The contractor shall provide and maintain a Quality Control Plan (QCP) (ATTACHMENT C). All records of inspections performed shall be retained and made available to the Government upon request throughout the contract performance period, and for the period after contract completion, until final settlement of any claims under this contract that contains, as a minimum, the items listed below to the GSA CO for acceptance not later than ten (10) work days after award. The CO will notify the contractor of acceptance or required modifications to the plan. The contractor shall make appropriate modifications and obtain acceptance of the plan within thirty (30) calendar day from the date of award.

The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects in the quality of service performed.

- A description of the records to be kept to document inspections and corrective or preventative actions taken.

All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

8.0 INSPECTION AND ACCEPTANCE: Inspection and acceptance will occur in accordance with FAR 52.246-4 (ATTACHMENT C) and FAR 52.246-6 (ATTACHMENT C). In the absence of other agreements negotiated with respect to time provided for Government review, deliverables will be inspected and the contractor notified of the COR's findings within ten (10) work days of normally scheduled review. If the deliverables are not acceptable, the COR or Program Manager will notify the contractor immediately.

8.1 Quality Assurance: The Government will evaluate the contractor's performance of this task order. For those tasks listed in the Performance Matrix, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the client Project Manager or other designated evaluator will require the contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task order.

9.0 PLACE OF PERFORMANCE: Contractor support for CLIN 0001 shall be performed onsite (Government Facility) at Redstone Arsenal, AL or at locations defined in the Technical Work Directive (TWD). Contractor support for CLIN 0002 will be performed at the locations listed below or as defined in the Technical Work Directive (TWD). Performance may also be required at other Contiguous United States (CONUS) or Outside Contiguous United States (OCONUS) both under the terms of a permanent duty station PDS assignment or on a temporary duty basis to include foreign locations and U.S. Government installations. Permanent Duty Station Assignments are currently identified for Germany, the United Kingdom, and Italy. Additional locations will be added via a modification to this task order.

US ARMY JOHN F. KENNEDY SPECIAL WARFARE CENTER AND SCHOOL,
Bldg. D-3915
Fort Bragg, NC 28310

US Army Tactical Training and Evaluation Team
Fort Belvoir, VA

Defense Acquisition University

7115 Old Madison Pike
Huntsville, AL 35806

US Army Special Operations Command
2929 Desert Storm Drive
Fort Bragg, NC 28310

US Army Intelligence Center of Excellence
2520 Healy Avenue
Fort Huachuca, AZ 85613

Fort Hood, TX

Charleston, SC

United States Department of Veterans Affairs
Washington, DC

Ft. Gordon, GA

US Army Combined Arms Center
Fort Leavenworth, KA

United States Special Operations Command
MacDill Air Force Base, Florida 33621

Goodfellow Air Force Base

JBLM, WA

Austin, TX

10.0 KEY PERSONNEL: Key personnel are those personnel considered essential to successful contractor performance. Key Personnel are identified as “K” in **ATTACHMENT G: List of Key Personnel.**

If it should become necessary for the contractor to replace key personnel labor categories of the task, the contractor shall provide a written evaluation of the impact on the progress and continuity of the relevant task order that might result by replacing these personnel. After the initial Thirty(30) day period, all proposed substitutions shall be submitted, in writing, at least fifteen (15) days or thirty (30) days if security clearance is to be obtained, in advance of the proposed substitutions to the CO and COR. The Government reserves the right to review resumes upon request.

10.1 Non-Key Personnel: Non-Key personnel are those personnel considered instrumental to successful contractor performance. Non-Key personnel are identified as “NK” in ATTACHMENT G: List of Key Personnel, which includes: minimum qualifications, location,

estimated level of effort for the labor category. Additional key and Non-key Labor Categories and rates will be added via modification to this task order. The Government reserves the right to review resumes upon request.

11.0 CONTRACTING OFFICER'S REPRESENTATIVE (COR) DESIGNATION: Prior to task order award, the CO will appoint a COR and issue a COR appointment letter stating the authority for the COR in accordance with DFAR 252.201-7000 (ATTACHMENT C). The contractor will receive a copy of the written designation after award of task order. The COR is responsible for monitoring performance for the client agency and GSA. Management of this task order will primarily be performed by GSA through the COR. The COR will participate in project meetings, represent the CO in the technical phases of the work, and receive task order deliverables. The COR will provide technical assistance and clarification required for the performance of this task. The COR will not provide any supervision or instructional assistance to contractor personnel. The COR is not authorized to change any terms or conditions of the task order. Changes in the task order requirements, price or terms and conditions can only be made by the CO via properly executed modifications to the task order.

Any change to this task order shall be made in writing, and such change shall be executed by modification of the contract by the CO. The contractor is responsible for ensuring that all contractor personnel are notified of this contract provision. All changes, whether within or out-of-scope of this contract, performed by contractor personnel without specific prior written authorization from the CO are not considered to be authorized by the Government and shall not be binding on the Government, nor shall the Government be obligated to pay any costs associated therewith. The contractor assumes liability for any and all costs resulting directly or indirectly from the performance of unauthorized work by contractor personnel.

12.0 ORGANIZATIONAL CONFLICT OF INTEREST (OCI). This task order effort has potential for an OCI as identified in FAR 9.5 and DFARS 209.5. The Contractor is expected to not engage in any activity that could cause an OCI with the Contractor's position under this task order, impair the Contractor's ability to render unbiased advice and recommendations, or place the Contractor in the position of having an unfair competitive advantage as a result of the knowledge, information, and experience gained during the performance of this task order. After reviewing FAR 9.5 and DFARS 209.5 in their entirety, if the Contractor determines their company, including Subcontractors and Consultants, has an actual or potential OCI, the Contractor shall notify the CO, in writing. Any offeror written submissions regarding an actual or potential OCI shall be submitted as part of the quote. The written submissions shall include a proposed mitigation plan for review and ultimately incorporation into the task order. If the Government determines an OCI cannot be avoided, neutralized, or mitigated, the Offeror may be excluded from consideration for award.

The Contractor agrees that, if after award and anytime during the performance period, it discovers an actual or potential OCI; it shall make immediate and full disclosure in writing to the CO. The notification shall include a description of the actual or potential OCI, a description of the action the Contractor has taken or proposes to take to avoid, mitigate or neutralize the conflict, and any other relevant information that would assist the CO in making a determination on this matter.

The Contractor shall not use any Government information provided to them for any purpose other than for performance of this task order. Furthermore, the Contractor shall not provide any information to any individual, company or other entity that, other than for performance of this task order, does not have a need to know.

13.0 PHASE OUT OF TASK ORDER AND CONTINUITY OF SERVICES. If a successor contract is awarded prior to the final expiration date of this task order, the Government may issue a task order to the successor contractor prior to the expiration date of this task order.

The contractor shall recognize that services under this task order are vital to the Government and shall be continued without interruption and that upon task order extension, a successor, either the Government or another contractor, may continue such services. The contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition.

The contractor shall provide phase-in, phase-out services at no additional cost to the Government, as long as there is an active task order. Appropriate task management personnel shall meet with the successor contractor to coordinate task transition. Discussions shall include personnel transition to the successor contractor, and the transition of task specific items such as Government or contractor furnished supplies, materials, equipment, and services.

The contractor shall disclose necessary information to allow the successor to conduct interviews for possible transition. If selected employees are agreeable to the change, the incumbent contractor shall grant release at a mutually agreed date and negotiate transfer of the employee's earned fringe benefits.

14.0 HOURS OF OPERATION:

14.1 Observance of Legal Federal Holidays.

(a) No contractor performance is required on federal holidays. The on-site Government personnel observe the following holidays:

- New Year's Day
- Labor Day
- Martin Luther King, Jr.'s Birthday
- Columbus Day
- President's Day
- Veterans Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

Federal holiday also include Any other additional days that may be designated as federal holidays by Federal statute, Executive order, or the President's proclamation.

Contractor personnel will not be allowed access into S3I facilities during Federal Government Holidays, weekends, non-duty hours (normally 1830 –0630) or other times when Government employees are not in attendance (e.g. inclement weather resulting in the closing of Redstone Arsenal, and other emergencies) unless such access is directed or approved by the CO or a duly appointed COR. The contractor shall follow policies and guidance for facility access at the locations specified in the TWDs.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the task order.

(c) The contractor shall not charge direct to the task if contractor employees are not able to work at Redstone Arsenal, Alabama, if Redstone Arsenal is their designated duty station. This provision applies to other Government locations identified in TWDs.

15.0 SECURITY REQUIREMENTS:

15.1 ANTITERRORISM (AT) LEVEL 1 TRAINING: This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access to government installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after task start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion, IAW DI-MGMT-80508B, for each affected contractor employee and subcontractor employee, to the COR or to the CO, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <https://jkodirect.jten.mil>

15.2 AT AWARENESS TRAINING FOR OVERSEAS TRAVEL: This standard language text required US based contractor employees and associated sub-contractor employees to make available and to receive government provided area of responsibility (AOR) specific AT awareness training as directed by Army Regulation (AR) 525-13 (ATTACHMENT C). Specific AOR training content is directed by the combatant commander with the unit Antiterrorism Officer (ATO) being the local point of contact.

15.3 iWATCH TRAINING: This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported IAW DI-MGMT-80508B to the COR NLT 30 calendar days after task order award.

15.4 CONTRACTS THAT REQUIRE HANDLING OR ACCESS TO CLASSIFIED

INFORMATION: Contractor shall comply with FAR 52.204-2, Security Requirements (ATTACHMENT C). This clause involves access to information classified “Confidential,” “Secret,” or “Top Secret” and requires contractors to comply with (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M) (ATTACHMENT C); any revisions to DOD 5220.22-M (<http://www.dtic.mil/whs/directives/corres/pub1.html>)

15.5 THREAT AWARENESS REPORTING PROGRAM TRAINING: For all DoD contractors with security clearances. IAW AR 381-12 Threat Awareness and Reporting Program (TARP) (ATTACHMENT C), contractor employees shall receive annual TARP training presented by a Counterintelligence Special Agent. Contact the Redstone Arsenal MI Detachment at 256-313-5186 for scheduling. Completion of training shall be reported IAW DI-MGMT-80508B.

15.6 FOR CONTRACTORS REQUIRING COMMON ACCESS CARD (CAC): Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries or an equivalent or higher investigation in accordance with Army Directive 2014-05 (ATTACHMENT C). The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

15.7 CONTRACTORS THAT DO NOT REQUIRE CAC, BUT REQUIRE ACCESS TO A DOD FACILITY OR INSTALLATION: Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index and Terrorist Screening Database (Army Directive 2014-05/AR 190-13 (ATTACHMENT C)), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

15.8 IDENTIFICATION OF CONTRACTOR EMPLOYEES: This standard language text is for contractor employees with an area of performance within an Army controlled installation, facility or area. The Contractor (to include subcontractors) shall provide each employee a Redstone Arsenal Identification (ID) Badge, which includes at a minimum, the Company Name, Employee Name and a color photo of the employee. ID Badges for Key Personnel shall also indicate their job title. ID Badges shall be worn at all times during which the employee is performing work under this contract. Each Contractor (to include subcontractors) employees shall wear the ID Badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit. The Contractor (to include

subcontractors) shall be responsible for collection of ID Badges upon completion of the contract or termination of employee. A listing of issued identification cards shall be furnished to the CO prior to the contract performance date and updated as needed to reflect Contractor and Subcontractor personnel changes. Foreign owned companies and foreign national contractors will only be permitted to perform under this contract when there are no qualified U.S. companies and /or U.S. contractors. All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They shall also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

15.9 SECURITY EDUCATION, TRAINING & AWARENESS (SETA) TRAINING:

This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access to government installations, facilities and controlled access areas shall complete annual mandatory SETA awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The following Uniform Resource Locator (URL) is made available for your training: <https://www.lms.army.mil>. Upon completion of the training, the contractor shall provide certification to the COR IAW DI-MGMT-80508B. Security Education, Training & Awareness covers Information Security, Personnel Security and Industrial Security Programs.

15.10 COMBATING TRAFFICKING IN PERSONS, CYBER AWARENESS CHALLENGE, PERSONAL IDENTIFICATION INFORMATION (PII) and SEXUAL HARASSMENT ASSAULT RESPONSE PROGRAM (SHARP) TRAINING:

This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access to government installations, facilities and controlled access areas shall complete Combating Trafficking in Persons, Cyber Awareness Challenge, PII, and SHARP) The contractor shall submit certificates of completion IAW DI-MGMT-80508B for each affected contractor employee and subcontractor employee, to the COR or to the CO, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel.

15.11 OPSEC TRAINING: Level I OPSEC Awareness Training: Per AR 530-1, Operations Security (ATTACHMENT C), all contractor employees, to include subcontractor employees shall complete Level I OPSEC Awareness Training within 30 calendar days of their reporting for duty. All subcontractors shall take the Level 1 OPSEC Awareness Training located at the below website and print the certificates demonstrating completion. The contractor shall submit certificates of completion IAW DI-MIS-80508 for each affected contractor employee and subcontractor employee, to the COR, within 10 calendar days after completion of training by all employees and subcontractor personnel. Note: after the first screen, select User Type: Civilian/Contractor, then Service: Army, then Grade N/A. OPSEC awareness training is available at the following website: <http://cdsetrain.dtic.mil/opsec/>

15.12 GOVERNMENT INFORMATION SYSTEMS AND INFORMATION

AWARENESS REQUIREMENTS: All contractor employees with access to a government info system shall be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services, and must successfully complete the DOD Cyber Awareness Challenge Training prior to access to the IS and then annually thereafter, and must sign an Acceptable Use Policy (AUP). Completion shall be reported IAW DI-MGMT-80508B.

15.13 INFORMATION ASSURANCE (IA) / INFORMATION TECHNOLOGY (IT)

TRAINING AND/OR CERTIFICATION: IAW DoD 8570.01-M, Defense Federal Acquisition Regulation Supplement (DFARS) 252.239.7001 (ATTACHMENT C) and AR 25-2 (ATTACHMENT C), the contractor employees supporting IA/IT functions shall be appropriately trained and/or certified, as required upon task order award. The baseline certification as stipulated in DoD 8570.01-M (ATTACHMENT C) shall be completed upon task order award. Additional training for IA workforce positions shall be completed within six months. Completion shall be reported IAW DI-MGMT-80508B.

15.14 ACCESS AND GENERAL PROTECTION / SECURITY POLICY AND

PROCEDURES: This standard language text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include associated sub-contractors employees shall comply with applicable installation, facility and area Commander Installation and facility access and local security policies and procedures (provided by the Government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. The contractor workforce shall comply with all personal identity verification requirements as directed by DoD, Department of the Army Headquarters, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition at any individual facility or installation change, the Government may require changes in contractor security matters or processes. The prime contractor Human Resources/Security Officer is responsible for the collection of all Redstone Badges and Common Access Card (CAC) cards issued to their employees. The Human Resources/Security Officer will then turn over these credentials to the COR. This applies when the contract expires; as well as, when a contractor resigns or is terminated. After accounting for all badges/CACs, the COR will turn in the credentials at the One Stop Badging Office or CAC Office (Military Processing Office (MILPO)). All contract employees, including subcontractor employees who are not in possession of the appropriate security clearance or access privileges, will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.

15.15 KEY CONTROL: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. The contractor shall not duplicate any keys issued to the Contractor by the Government. The Contractor shall develop and follow procedures covering key control that shall be included in the Standard Operating Procedures. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report

any occurrences of lost or duplicate keys/key cards to the CO. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the CO, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor. The Contractor shall prohibit access to Government issued keys/key cards by unauthorized personnel other than the Contractor's employees. The Contractor shall prohibit entry into controlled areas by unauthorized personnel other than the Contractor's employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the CO.

15.16 LOCK COMBINATIONS: The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Standard Operating Procedures.

15.17 CONTRACTOR AUTHORIZED TO ACCOMPANY THE FORCE CLAUSE: DFARS Clause 252.225-7040 (ATTACHMENT C), Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed OCONUS. The clause shall be used in solicitations and contracts that authorize contractor personnel to accompany US Armed Forces deployed OCONUS in contingency operations; humanitarian or peacekeeping operations; or other military operations or exercises, when designated by the combatant commander. The clause discusses the following AT/OPSEC related topics: required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), and personnel data required.

15.18 CONTRACT REQUIRING PERFORMANCE OR DELIVERY IN A FOREIGN COUNTRY: DFARS Clause 252.225-7043 (ATTACHMENT C), Antiterrorism/Force Protection for Defense Contractors OCONUS. The clause shall be used in solicitations and contracts that require performance or delivery in a foreign country. This clause applies to both contingencies and non-contingency support. The key AT requirement is for non-local national contractor personnel to comply with theater clearance requirements and allows the combatant commander to exercise oversight to ensure the contractor's compliance with combatant commander and subordinate task force commander policies and directives.

15.19 SECURITY TRAINING: Co-located/embedded contractor personnel will be required to take the following training annually, Security Refresher, Combating Trafficking in Persons, Cyber Awareness Challenge, Operation Security, Personal Identification Information, Sexual Harassment Assault Response Program, and Threat Awareness and Reporting Program.

15.20 SECURITY CLEARANCE (see ATTACHMENT F): All prime and subcontractors employees working on this task order shall possess and maintain a minimum Interim SECRET security clearance in accordance with ATTACHMENT F. Some personnel will require a TOP

SECRET clearance per ATTACHMENT G – Key Personnel. The government will provide the contractor access to the Secret Internet Protocol Router Network (SIPRNET) at the Government work site as required.

For Official Information Only (FOUO) shall also be required by certain elements of this task order. A Final SECRET clearance will be required for those individuals needing access to RD, Critical Nuclear Weapon Design Information (CNWDI), Sensitive Compartmented Information (SCI), Non-SCI, Communications Security (COMSEC), North Atlantic Treaty Organization (NATO), and Foreign Government information. Performance of some efforts under this task order shall require access to Special Access Program (SAP) information. ALL SAP work shall be performed in government/contractor facilities approved by the SAP PM. The contractor is not authorized to discuss, store, generate, or process SAP information in his facility.

16.0 GOVERNMENT FURNISHED PROPERTY. All work shall be performed on-site (Government facilities) as described in CLINs 0001 and 0002 of the PWS. Office space, furniture, telephone service and normal office supplies, computer, computer network access and peripheral equipment will be provided to the contractor. Baseline curriculum and operating procedures will be supplied to the contractor on an as needed basis. The government may supply government furnished property (GFP) required to execute training programs described in paragraph 4.0 in a field based application environment, which will be delineated in TWDs.

16.1 PROPERTY ACCOUNTABILITY.

- a. Accountability of facilities and equipment (except when transferred to the contractor as specified below) will remain with the Government throughout task order performance.
- b. The contractor shall be accountable for equipment removed from the Government premises and utilized by the contractor in performance of tasks under the task order. Accountability shall be established by DD Form 1149.
- c. The transfer of government furnished property will be accomplished on a DD Form 1149, Shipping Document, from the Hand Receipt Holder at each training location as required by local procedures. The contractor shall track property by Hand Receipt Holder and return all property to respective Hand Receipt Holders at the end of the task order.
- d. In accounting for government property in its possession, the contractor shall comply with provisions of AR 710-2.

17.0 CONTRACTOR FURNISHED ITEMS: Except for those items stated as Government furnished, the contractor shall furnish everything needed to perform each individual order according to all its terms.

18.0 REIMBURSABLE ITEMS. The inclusion of reimbursable items is a direct allocation of costs associated with support of this task. All reimbursable costs shall be in conformance with the task requirements and authorized in advance by the COR and/or the GSA CO.

18.1 CLIN 0003 Other Direct Costs (ODCs): The contractor may be required to obtain supplies and/or materials for the performance of this task after task award. Those materials shall be integral and necessary for the services being acquired for CLINs 0001 & 0002. The contractor shall abide by the requirements of the FAR in acquiring supplies and/or materials. If a single item or aggregate item is anticipated to equal or exceed \$5,000, the CO or COR may require the Contractor obtain three (3) quotes from suppliers and include documentation of these quotes with his/her quote. For acquisitions of supplies and services anticipated aggregate dollar value exceeding \$5,000 (micro-purchase threshold), the contractor shall first consider small business concerns. Additionally, if the contractor furnishes materials that meet the definition of a commercial item at FAR 2.101, the price to be paid for such material shall not exceed the contractor's established catalog or market price, adjusted to reflect the quantities being acquired, and any modifications necessary because of task order requirements. The contractor must maintain files in such a manner that the CO could review them upon request to ensure compliance with FAR.

(End of CLIN 0003)

18.2 CLIN 0004: Travel (In support of CLINs 0001 – 0002): CONUS and OCONUS travel may be required to fulfill the requirements of this task order. The contractor shall ensure that the requested travel costs will not exceed what has been authorized in the task order. Local travel will not be reimbursed. Travel is to be reimbursed only in accordance with the Department of State Standardized Regulations (DSSR), Federal Travel Regulations (FTR) and FAR 31.205-46. Profit shall not be applied to travel costs. All travel shall be approved and authorized in advance in writing by the COR/CAM/GSA CO in accordance with **ATTACHMENT H: Travel Authorization Form**. OCONUS travel reimbursement shall be in accordance with DSSR (http://aoprals.state.gov/web920/per_diem.asp). The CO is the only person authorized to approve travel that exceeds the per diem rates in the FTR and DSSR. Travel shall be in compliance with the task order and all other applicable requirements. Travel request shall be submitted via email for official approval or other means approved by CO.

An electronic copy of **ATTACHMENT I: Travel Expense Summary** and approved request form **ATTACHMENT H: Travel Authorization Form** shall be submitted with the invoice.

(End of CLIN 0004)

18.3 CLIN 0005 Training: Section H.12 of the Basic One Acquisition Solution for Integrated Services (OASIS) Contract is applicable to this task order and is hereby incorporated. The Contractor shall not directly bill the Government for any training with following exceptions:

- When the Government has given prior approval for training to meet special requirements that are peculiar to its environment and/or operation;

- Limited training of contractor employees may be authorized when the Government changes hardware or software during the performance of this task order, and it is determined to be in the Government's best interest;
- The Government will not authorize training for contractor employees to attend Seminars, Symposiums, or User Group Conferences unless certified and approved by the CO and/or COR that the attendance is mandatory for the performance of the task requirements.

In the event the CO and/or COR has approved and paid for a contractor employee's training, reimbursement shall not be authorized for costs associated with retraining of any replacement Contractor shall retrain substituted personnel and shall retrain the substituted personnel at contractor's expense. Costs that are not authorized include, but are not limited to, labor, travel and any associated retraining expenses.

Travel for training may be required to fulfill the requirements of this task. Travel will be reimbursed at actual cost in accordance with the limitation set forth in FAR 31.205-46. The contractor shall ensure that the requested travel costs will not exceed what has been authorized in the task order.

Locations and duration of training cannot be fully defined at this time. All training must be authorized and pre-approved in advance by the CO and/or COR and be in compliance with the task order and all other applicable requirements. The form must identify the individual name, travel dates, location(s), per diem rates, purpose of trip, all estimated expenses, and an estimate of the remaining training budget after the training being authorized is complete.

(End of CLIN 0005)

19.0 PERSONAL SERVICE: GSA will not issue orders to provide services prohibited by **FAR Part 37.1**. The administration and monitoring of the contractor's performance by GSA or the COR shall not be as detailed or continual as to constitute supervision of contractor personnel. Government personnel may not perform any supervisory functions for contractor personnel, such as interviewing, salary discussion, appraising individual performance, scheduling leave or work, or directing how to perform work.

GSA meets the needs of its clients for support through non-personal services contracts/task orders. To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract/task order, the contractor shall adhere to the following guidelines in the performance of the task order.

- a. Provide for direct supervision of all contract employees assigned to the task order.
- b. Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the client.
- c. Ensure close communication/coordination with the GSA CAM and/or GSA CO, reporting problems to them as they occur (not waiting for a meeting).

- d. Do not permit Government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government jobs.
- e. Do not assign contractor personnel to work under direct Government supervision.
- f. Maintain a professional distance from Government employees.
- g. Provide contractor employees with badges, if appropriate, identifying them as contractors.
- h. Ensure proper communications with the Government. Technical discussions and Government surveillance are acceptable, but the Government cannot tell the Contractor how to do the job.
- i. Assign a task leader to the contract. The task leader or alternate shall be the only one who accepts tasking from the assigned Government point of contact or alternative.
- j. When travel is required for the performance on a task, contractor personnel are only to travel as directed by their contract management.

20.0 PAST PERFORMANCE INFORMATION: The Government will provide and record Past Performance Information for acquisitions over \$150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the contractor's performance before it is finalized. Once the contractor's past performance evaluation is finalized in CPARS, it will be transmitted into the Past Performance Information Retrieval System (PPIRS).

21.0 PRIVACY ACT: Information required by the contractor to perform the duties under this effort is considered sensitive information and appropriate safeguards shall be implemented. All contractor personnel assigned to this task order will have access to information that is subject to the Privacy Act of 1974. The Contractor is responsible for ensuring all contractor personnel are briefed on Privacy Act requirements.

22.0 SECTION 508 COMPLIANCE: All electronic and information technology (EIT) procured through this task should / shall meet the applicable accessibility standards at 36 CFR 1194, 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov>.

23.0 RELEASE OF CONTRACT DATA DELIVERED UNDER THIS TASK ORDER. Data generated as a result of performance under this task order shall not be released to any agency other than those specifically listed in each Contract Data Requirement List(s), DD Form(s) 1423, without the express written consent of the Contracting Officer Representative. If such consent is granted, the Contractor shall provide to the Contracting Officer Representative a copy of the transmittal correspondence.

24.0 DISCLOSURE OF INFORMATION: Any information made available to the Contractor by the Government shall be used only for the purpose of carrying out the provisions of this task order and shall not be divulged or made known in any manner to any persons except as may be necessary in the performance of the contract. In performance of this task order, the Contractor assumes responsibility for protection of the confidentiality of Government records and shall

ensure that all work performed by its subcontractors shall be under the supervision of the Contractor or the Contractor's responsible employees. Each officer or employee of the Contractor or any of its subcontractors to whom any Government record may be made available or disclosed shall be notified in writing by the Contractor that information disclosed to such officer or employee can be used only for that purpose and to the extent authorized herein. Further disclosure of any such information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. 641. That section provides, in pertinent part, that whoever knowingly converts to their use or the use of another, or without authority, sells, conveys, or disposes of any record of the United States or whoever receives the same with intent to convert it to their use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000, or imprisoned up to ten years, or both.

25.0 SAFEGUARDING INFORMATION. The contractor shall brief all personnel performing under this task order concerning the safeguarding of classified information as follows:

If during the performance of their duties contractor personnel accidentally discover or find classified information, they shall immediately notify the Security Forces. Do not release the classified information to anyone other than the Security Forces unless the Security Forces so directs you. Contractor personnel shall also notify their immediate supervisor. The immediate supervisor shall notify the Contracting Officer immediately.

26.0 INVOICES AND PAYMENT INFORMATION.

26.1 Payment Information. The Contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the task number in the ITSS Contract Registration (not the Contractor's company or individual representative's registration) as well as with the information under the Contractor's Data Universal Numbering System (DUNS) number in the System for Award Management (SAM)), <http://www.sam.gov>. Mismatched information will result in rejected payments.

- a. Company Name – Legal Business Name and Doing Business As (DBA) Name
- b. Mailing Address – Contact and Address Information
- c. Remittance Address – Remit To Address Information
- d. Employer's Identification Number – Federal Tax ID
- e. DUNS (Data Universal Numbering System)

26.2 Invoice Information. The Contractor shall provide the following information on each invoice submitted to ITSS and GSA's finance center.

- a. Invoice Number – do not use any special characters; ITSS and the invoice must match
- b. Order Number from GSA Form 300 (block 2) must match ITSS
- c. ACT Number from GSA Form 300 (block 4)
- d. GSA Task Order Number: ID04180141
- e. Point of Contact and Phone Number
- f. Remittance Address

- g. Period of Performance for the billing period
- h. Charges, identified by deliverable or line item(s), with a narrative description of the service performed. Reimbursable costs, and other charges (e.g., G&A) must be broken out as follows:
 - (1) Travel itemized by individual and trip; backup information is required to substantiate the traveler's name, dates of travel, destination, purpose of travel and cost (airfare, lodging, per diem and other expenses) for each trip. This information must be provided in sufficient detail to allow verification of FTR compliance ATTACHMENT H: Travel Expense Summary.
 - (2) ODC items itemized by specific item and amount,
- i. Prompt Payment Discount, if offered
- j. CLIN 0002: When invoicing for a TWD, the following minimum information shall be on the invoice:
 - (1) TWD number with associated Military Interdepartmental Purchase Request (MIPR) number;
 - (2) Quoted Labor Categories;
 - (3) Quoted Rate;
 - (4) Quoted Hours;
 - (5) Prior Hours;
 - (6) Prior Amount;
 - (7) Current Hours Billed;
 - (8) Current Amount Billed;
 - (9) Cumulative Hours Billed;
 - (10) Cumulative Amount Billed;
 - (11) Hours Remaining; and
 - (12) Burn Rate

Total invoice amount must match the acceptance information posted in ITSS and cannot exceed the current task ceiling, and funding.

26.3 Invoice Submittal. A copy of the invoice must be posted in the AAS Business Systems Portal (AASBS) portal (<https://portal.fas.gsa.gov>), formerly IT-Solutions Shop (ITSS). Invoice submissions received via hardcopy will automatically be rejected and require the vendor to re-submit electronically. The COR and GSA CAM must approve the invoice in AASBS prior to payment. The invoice information posted in ASSIST must match the invoice information submitted to GSA Finance Center to initiate a receiving report. The payment information must be a three-way match with ITSS/ASSIST, GSA Finance Center, and SAM for the invoice to be successfully processed for payment. A proper invoice shall be submitted not later than ten (10) workdays of each month after completion the task or deliverables.

26.3.1 If the Contractor submits a revised invoice, the revised invoice must include: 1) a unique invoice number, 2) a brief explanation, and 3) a cross-reference to any previous invoice submittals for tracking purposes and avoiding duplication.

26.3.2 Copies of receipts, travel vouchers, etc., that have been completed in accordance with the applicable Government regulations must be retained to support charges for other than employee labor hours. Original receipts shall be maintained by the Contractor and made available to the Government upon request.

26.3.3 Reimbursable costs must not exceed the limit(s) specified in the task/contract. The Government will not pay charges that are not specifically identified in the task/contract and approved in advanced, by the Government.

26.3.4 Invoices for final payment must be so identified and submitted when the task/contract has been completed and no further charges are to be billed.

26.3.5 Payment Schedule. The Contractor shall invoice for work performed the prior month and/or in accordance with payment schedule in quote.

27.0 TASK ORDER CLOSEOUT: The Contractor shall submit a final invoice and a completed and signed Release of Claims to the CO, within six (6) months after the end of the performance period.

28.0 INCORPORATED CLAUSES:

28.1 FAR 52.252-2 Clauses Incorporated by Reference (Feb 1998). This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://farsite.hill.af.mil/vffar1.htm>

FAR CLAUSES

Clause	Title	Date
52.202-1	Definitions	Nov 2013
52.203-3	Gratuities	Apr 1984
52.204-2	Security Requirements	Aug 1996
52.204-9	Personal Identity Verification of Contractor Personnel	Jan 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	Oct 2015
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	Aug 2019
52.212-4	Contract Terms and Conditions—Commercial Items	May 2015
52.222-17	Nondisplacement of Qualified Workers	May 2014
52.222-41	Service Contract Labor Standards	May 2014
52.222-54	Employment Eligibility Verification (E-verify)	Oct 2015
52.222-99	Establishing a Minimum Wage for Contractors (DEVIATION)	Jun 2014
52.224-1	Privacy Act Notification	Apr 1984

52.224-2	Privacy Act	Apr 1984
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification	Oct 2015
52.227-11	Patent Rights - Ownership by the Contractor	May 2014
52.227-14	Rights in Data—General	May 2014
52.227-19	Commercial Computer Software License	Dec 2007
52.216-31	Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition.	Feb 2007
52.228.3	Workers' Compensation Insurance (Defense Base Act)	JUL 2014
52.228-4	Workers' Compensation and War Hazard Insurance Overseas	Apr 1984
52.228-8	Liability and Insurance - Leased Motor Vehicles	May 1999
52.232-7	Payments Under Time-and-Materials and Labor-Hour Contracts	Aug 2012
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	Dec 2013
52-233-2	Service of Protest	Sep 2006
52.239-1	Privacy or Security Safeguards	Aug 1996
52.237-3	Continuity of Services	Jan 1991
52.242-13	Bankruptcy	Jul 1995
52.243-3	Changes -- Time-and-Materials or Labor-Hours	Sept 2000
52.244-2	Subcontracts (Fill-in paragraph (d) is "None") (Fill-in paragraph (j) is "None") Contractor must ensure ODC procedures in PWS are followed.	Oct 2010
52.245-1	Government Property	Apr 2012
52.245-9	Use and Charges	Apr 2012
52.246-4	Inspection of Services – Fixed Price	Aug 1996
52.246-6	Inspection – Time and Material and Labor-Hour	May 2001
52.247-34	F.o.b. Destination	Nov 1991
52.251-1	Government Supply Sources	Apr 2012

DFARS CLAUSES

Clause	Title	Date
252.201-7000	Contracting Officer's Representative	Dec 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	Sep 2011
252.203-7001	Prohibition on Persons Convicted of Fraud or Other Defense Contract-Related Felonies	Dec 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	Sep 2013
252.203-7003	Agency Office of the Inspector General	Dec 2012
252.204-7000	Disclosure of Information	Aug 2013

252.204-7003	Control Of Government Personnel Work Product	Apr 1992
252.204-7004 Alternate A	System for Award Management	Feb 2014
252.204-7005	Oral Attestation of Security Responsibilities	Nov 2001
252.204-7006	Billing Instructions	Oct 2005
252.204-7008	Compliance With Safeguarding Covered Defense Information Controls	Aug 2015
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	Aug 2015
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	Sep 2015
252.209-7004	Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism	Oct 2015
252.211-7007	Reporting of Government-Furnished Property	Aug 2012
252.211-7008	Use of Government-Assigned Serial Numbers	Sep 2010
252.223-7004	Drug-Free Work Force	Sep 1988
252.225-7040	Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States	Aug 2015
252.225-7043	Antiterrorism/Force Protection for Defense Contractors Outside the United States	Jun 2015
252.225-7995	Contractor Personnel Performing in the United States Central Command Area of Responsibility (Deviation 2017-O0004)	Sep 2017
252.227-7013	Rights in Technical Data--Noncommercial Items	Feb 2014
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation.	Feb 2014
252.227-7015	Technical Data--Commercial Items	Feb 2014
252.227-7016	Rights in Bid or Proposal Information	Jan 2011
252.227-7019	Validation of Asserted Restrictions--Computer Software	Sep 2011
252.227-7020	Rights in Special Works	Jun 1995
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	May 2013
252.227-7030	Technical Data -Withholding of Payment	Mar 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	Jun 2013
252.227-7039	Patents-Reporting of Subject Inventions	Apr 1990
252.228-7000	Reimbursement of War Hazard Loss	Dec 1991
252.228-7003	Capture and Detention	Dec 1991
252.232-7010	Levies on Contract Payments	Dec 2006
252.235-7004	Protection of Human Subjects	Jul 2009
252.237-7023	Definition of Mission Essential Services	Oct 2010
252.237-7024	Notice of Continuation of Essential Contractor Services	Oct 2010
252.239-7000	Protection Against Compromising Emanations	Jun 2004
252.239-7001	Information Assurance Contractor Training and Certification	Jan 2008

252.239-7009	Representation of Use of Cloud Computing	Sep 2015
252.239-7010	Cloud Computing Services	Aug 2015
252.242-7006	Accounting System Administration	Feb 2012
252.243-7002	Requests for Equitable Adjustment	Dec 2012
252.244-7000	Subcontracts for Commercial Items and Commercial Components (DoD Contracts)	Jun 2013
252.244-7001	Contractor Purchasing System Administration	May 2014
252.245-7000	Government-Furnished Mapping, Charting, and Geodesy Property	Apr 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	Apr 2012
252.245-7002	Reporting Loss of Government Property	Apr 2012
252.245-7003	Contractor Property Management System Administration	Apr 2012
252.245-7004	Reporting, Reutilization, and Disposal	Mar 2015
252.246-7001	Warranty of Data	Mar 2014

GSAR CLAUSES

552.212-4, Alt II	Contract Terms and Conditions – Commercial Items (FAR Deviation)	Jul 2015
552.212-72	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to GSA Acquisition of Commercial Items	Jun 2016
552.232-39	Unenforceability of Unauthorized Obligations (FAR Deviation)	Jul 2015
552.232-78	Commercial Supplier Agreements – Unenforceable Clauses	Jul 2015

28.2 CLAUSES INCORPORATED BY FULL TEXT

52.217-8 -- Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days within which the Contracting Officer may exercise the option.

(End of Clause)

52.217-9 -- Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

(End of Clause)

INCREMENTAL FUNDING T&M and LH:

This task order may be incrementally funded. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

(End of Clause)

252.232-7007 Limitation of Government's Obligation (APR 2014)

(a) Contract line item(s) 0001 is/are incrementally funded. For this/these item(s), the sum of \$*See modification summary of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule: *see modification summary

(End of clause)

52.204-99 System for Award Management Registration (August 2012) (DEVIATION)

(a) *Definitions.* As used in this clause-

"Central Contractor Registration (CCR) database" means the retired primary Government repository for Contractor information required for the conduct of business with the Government.

"Commercial and Government Entity (CAGE) code" means-

- (1) A code assigned by the Defense Logistics Agency (DLA) Logistics Information Service to identify a commercial or Government entity; or
- (2) A code assigned by a member of the North Atlantic Treaty Organization that DLA records and maintains in the CAGE master file. This type of code is known as an "NCAGE code."

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System+4 (DUNS+4) number" means the DUNS number means the number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same concern.

"Registered in the **SAM** database" means that-

- (1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the **SAM** database;
- (2) The Contractor's CAGE code is in the **SAM** database; and
- (3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record "Active". The Contractor will be required to provide consent for TIN Attachment, Page 1 of 4 validation to the Government as a part of the **SAM** registration process.

"System for Award Management (**SAM**)" means the primary Government repository for prospective federal awardee information and the centralized Government system for certain contracting, grants, and other assistance related processes. It includes-

- (1) Data collected from prospective federal awardees required for the conduct of business with the Government;
- (2) Prospective contractor submitted annual representations and certifications in accordance with FAR Subpart 4.12; and

(3) The list of all parties suspended, proposed for debarment, debarred, declared ineligible, or excluded or disqualified under the nonprocurement common rule by agencies, Government corporations, or by the Government Accountability Office.

(b)

(1) The Contractor shall be registered in the **SAM** database prior to submitting an invoice and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The SAM registration shall be for the same name and address identified on the contract, with its associated CAGE code and DUNS or DUNS+4.

(3) If indicated by the Government during performance, registration in an alternate system may be required in lieu of **SAM**.

(c) If the Contractor does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) A contractor may obtain a DUNS number-

(i) Via the internet at <http://fedgov.dnb.com/webform> or if the contractor does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The contractor should indicate that it is a contractor for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The Contractor should be prepared to provide the following information:

(i) Company legal business name.

(ii) Trade style, doing business, or other name by which your entity is commonly recognized.

(iii) Company physical street address, city, state and Zip Code.

(iv) Company mailing address, city, state and Zip Code (if separate from physical).

(v) Company telephone number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) Reserved.

(e) Processing time for registration in **SAM**, which normally takes five business days, should be taken into consideration when registering. Contractors who are not already registered should consider applying for registration at least two weeks prior to invoicing.

(f) The Contractor is responsible for the accuracy and completeness of the data within the **SAM** database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the **SAM** database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the **SAM** database to ensure it is current, accurate and complete. Updating information in the **SAM** does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)

(1)

(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer sufficient documentation to support the legally changed name with a minimum of one business day's written notification of its intention to-

(A) Change the name in the SAM database;

(B) Comply with the requirements of subpart 42.12 of the FAR; and

(C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer.

(ii) If the Contractor fails to comply with the requirements of paragraph (g) (1) (i) of this clause, or fails to perform the agreement at paragraph (g) (1) (i) (C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the **SAM** information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the **SAM** record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the **SAM** database. Information provided to the Contractor's **SAM** record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Contractors may obtain information on registration and annual confirmation requirements via the **SAM** accessed through <https://www.acquisition.gov> or by calling 866-606-8220, or 334-206-7828 for international calls.

(End of Clause)

SPECIAL AGREEMENT ON LICENSE RIGHTS (DEC 2007)

Applicability. This clause applies to works first created, generated, or produced and required to be delivered under this task order. The license rights created herein are in addition to any other

rights conveyed by the technical instruction letters or otherwise possessed by the U.S. Government.

(a) Definitions. As used in this clause:

- (1) Computer database means a collection of data recorded in a form capable of being processed by a computer. The term does not include computer software.
- (2) Computer program means a set of instructions, rules, or routines recorded in a form that is capable of causing a computer to perform a specific operation or series of operations.
- (3) Computer software means computer programs, source code, source code listings, object code listings, design details, algorithms, processes, flow charts, formulae, and related material that would enable the software to be reproduced, recreated, or recompiled. Computer software does not include computer databases or computer software documentation.
- (4) Computer software documentation means owner's manuals, user's manuals, installation instructions, operating instructions, and other similar items, regardless of storage medium, that explain the capabilities of the computer software or provide instructions for using the software.
- (5) Unlimited rights means the rights to use, modify, reproduce, perform, display, release, or disclose a work in whole or in part, in any manner, and for any purpose whatsoever, and to have or authorize others to do so.
- (6) The term work or works include computer databases, computer software, or computer software documentation; literary, musical, choreographic, or dramatic compositions, pantomimes, pictorial, graphic or sculptural, compositions, motion pictures and other audiovisual compositions, sound recordings in any medium, or items of similar nature.

(b) License rights.

- (1) The Government shall have unlimited rights in works first produced, created, or generated, and required to be delivered under this task order.
- (2) For works first produced, created, or generated under this task order and subject to this clause, the contractor will mark works delivered or otherwise furnished under this task order with the following:

“The U.S. Government has unlimited rights in this work in accordance with task order ID04180141”

- (3) The contractor grants to the Government a royalty-free, worldwide, nonexclusive, irrevocable license to reproduce, prepare derivative works from, distribute, perform, or display, and to have or authorize others to do so, for the contractor's copyrighted works not first produced, created, or generated under this task order, and which have been incorporated into the works deliverable under this task order.
- (c) Third party copyrighted data. The contractor shall not incorporate, without the written approval of the Contracting Officer, any copyrighted works in the works to be delivered under this task order unless the contractor is the copyright owner or has obtained from the Government the license rights necessary to perfect a license of the scope identified in paragraph (c)(3) of this clause and, prior to delivery of such works:
 - (1) Has affixed to the transmittal document a statement of the license rights obtained in a form acceptable to the Contracting Officer, or
 - (2) For computer software, has provided a statement of the license rights obtained in a form acceptable when transmitted to the Contracting Officer.
- (d) Government-furnished information. Paragraph (d) of this clause is not applicable to information furnished to the contractor by the Government and incorporated in the works delivered under this task order
(End of Clause)

252.251-7000 ORDERING FROM GOVERNMENT SUPPLY SOURCES (AUG 2012)

- (a) When placing orders under Federal Supply Schedules, Personal Property Rehabilitation Price Schedules, or Enterprise Software Agreements, the Contractor shall follow the terms of the applicable schedule or agreement and authorization. Include in each order:
 - (1) A copy of the authorization (unless a copy was previously furnished to the Federal Supply Schedule, Personal Property Rehabilitation Price Schedule, or Enterprise Software Agreement contractor).
 - (2) The following statement: Any price reductions negotiated as part of an Enterprise Software Agreement issued under a Federal Supply Schedule contract shall control. In the event of any other inconsistencies between an Enterprise Software Agreement, established as a Federal Supply Schedule blanket purchase agreement, and the Federal Supply Schedule contract, the latter shall govern.
 - (3) The completed address(es) to which the Contractor's mail, freight, and billing documents are to be directed.

(b) When placing orders under non mandatory schedule contracts and requirements contracts, issued by the General Services Administration (GSA) Office of Information Resources Management, for automated data processing equipment, software and maintenance, communications equipment and supplies, and teleprocessing services, the Contractor shall follow the terms of the applicable contract and the procedures in paragraph (a) of this clause.

(c) When placing orders for Government stock on a reimbursable basis, the Contractor shall--

(1) Comply with the requirements of the Contracting Officer's authorization, using FEDSTRIP or MILSTRIP procedures, as appropriate;

(2) Use only the GSA Form 1948-A, Retail Services Shopping Plate, when ordering from GSA Self-Service Stores;

(3) Order only those items required in the performance of Government contracts; and

(4) Pay invoices from Government supply sources promptly. For purchases made from DoD supply sources, this means within 30 days of the date of a proper invoice (see also Defense Federal Acquisition Regulation Supplement (DFARS) 251.105). For purchases made from DoD supply sources, this means within 30 days of the date of a proper invoice. The Contractor shall annotate each invoice with the date of receipt. The Contractor's failure to pay may also result in the DoD supply source refusing to honor the requisition (see DFARS 251.102(f)) or in the Contracting Officer terminating the Contractor's authorization to use DoD supply sources. In the event the Contracting Officer decides to terminate the authorization due to the Contractor's failure to pay in a timely manner, the Contracting Officer shall provide the Contractor with prompt written notice of the intent to terminate the authorization and the basis for such action. The Contractor shall have 10 days after receipt of the Government's notice in which to provide additional information as to why the authorization should not be terminated. The termination shall not provide the Contractor with an excusable delay for failure to perform or complete the contract in accordance with the terms of the contract, and the Contractor shall be solely responsible for any increased costs.

(d) When placing orders for Government stock on a non-reimbursable basis, the Contractor shall—

(1) Comply with the requirements of the Contracting Officer's authorization; and

(2) When using electronic transactions to submit requisitions on a non-reimbursable basis only, place orders by authorizing contract number using the Defense Logistics Management System (DLMS) Supplement to Federal Implementation Convention 511R, Requisition; and acknowledge receipts by authorizing contract number using the DLMS Supplement 527R, Receipt, Inquiry, Response and Material Receipt Acknowledgement.

(e) Only the Contractor may request authorization for subcontractor use of Government supply sources. The Contracting Officer will not grant authorizations for subcontractor use without approval of the Contractor.

(f) Government invoices shall be submitted to the Contractor's billing address, and Contractor payments shall be sent to the Government remittance address specified below:

Contractor's Billing Address [include point of contact and telephone number]:

Government Remittance Address: Reference PWS Section 26.0

(End of clause)

252.235-7010 Acknowledgment of Support and Disclaimer (MAY 1995)

(a) The Contractor shall include an acknowledgment of the Government's support in the publication of any material based on or developed under this contract, stated in the following terms: This material is based upon work supported by U.S. Army Combat Capabilities Development Command (CCDC) - Aviation & Missile Center, Systems Simulation, Software and Integration (S3I) Directorate under Contract No. ID04180141 (GSA Task Order No.)

(b) All material, except scientific articles or papers published in scientific journals, must, in addition to any notices or disclaimers by the Contractor, also contain the following disclaimer: Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Army Combat Capabilities Development Command (CCDC) - Aviation & Missile Center, Systems Simulation, Software and Integration (S3I) Directorate.

(End of clause)

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (Oct 2021) (Deviation)

(a) Definition. As used in this clause –

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Compliance. The Contractor shall comply with all guidance, including guidance conveyed through Frequently Asked Questions, as amended during the performance of this contract, for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force (Task Force Guidance) at <https://www.saferfederalworkforce.gov/contractors/>.

(d) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts at any tier that exceed the simplified acquisition threshold, as defined in Federal Acquisition Regulation 2.101 on the date of subcontract award, and are for services, including construction, performed in whole or in part within the United States or its outlying areas.

(End of clause)

The Contractor shall abide by the COVID-19 Safety Protocols in place at each OCONUS place of performance, including but not limited to U.S. Military Installations.”

PROVISION 1: STATUS OF FORCES AGREEMENT (SOFA) / OVERSEAS ALLOWANCES

1.0 DEFENSE BASE ACT (DBA) INSURANCE

Pursuant to FAR 28.305, DBA insurance coverage provides workers’ compensation benefits (medical, disability, death) in the event of a work-related injury or illness outside the U.S.

The Government requires that employees hired by contractors and subcontractors who work internationally be protected by the DBA coverage, regardless of their assignment and/or location unless a waiver has been obtained by the U.S. Department of Labor (DoL).

DBA insurance will be charged as a direct cost to the Government and will be managed as an ODC.

1.1 STATUS OF FORCES AGREEMENTS (SOFA)

A SOFA defines the legal status of DoD personnel, activities, and property in the territory of another nation and set forth rights and responsibilities between the U.S. and the host government. Invited Contractor and Technical Representative (TR) status shall be governed by the SOFAs negotiated and implemented by DoS and DoD. The contractor shall coordinate with the Government to satisfy all requirements mandated by the governing regulations for the specified country or theater. The contractor shall be responsible for determining what requirements are applicable. It is agreed that the withdrawal of Invited Contractor or TR status, or the withdrawal of, or failure to provide any of the privileges associated therewith by the U.S. shall not constitute grounds for excusable delay by the contractor in the performance of this TO and will not justify or excuse the contractor defaulting in the performance of this TO. Furthermore, withdrawal of

SOFA status for any reason shall not serve as a basis for the contractor filing any claims against the U.S.

There is one SOFA for NATO nations and the terms of that SOFA apply to all NATO allies and most Partnership for Peace nations. In Germany, the NATO SOFA has been supplemented by an additional international agreement, called the Supplementary Agreement (SA), signed by Germany and six “sending states” (U.S., UK, Canada, France, Belgium, and the Netherlands). The Supplementary Agreement further defines the rights and responsibilities of the sending and the receiving states. In Italy, the U.S. and Italy have signed the bilateral “Shell Agreement” of 1995, which serves to define the rights and responsibilities of the sending and the receiving states (the U.S. and Italy). Outside of NATO, the U.S. has entered into “stationing agreements” with the host country anywhere U.S. Forces are stationed.

The contractor shall coordinate with the COR and appointed ACOR to ensure appropriate approval for all contractor personnel. The contractor shall develop an SOP that, at a minimum, details the approval process, roles and responsibilities of contractor and government personnel, and how the contractor will manage arrivals and departures of personnel for the entire performance period of the TO. This SOP shall be submitted to the Government as a part of the contractor’s PMP.

The contractor shall notify the S3I COR, within 24 hours, when an individual’s status under SOFA must be terminated for any reason. This includes all subcontractor, consultant, etc. personnel supporting the contractor.

The contractor is responsible for ensuring an understanding of the applicable procedures, regulations, etc. applicable to each place of performance under this TO. The Government will not reimburse the contractor for any costs associated with failing to follow applicable procedures, regulations, etc. that apply to obtaining visas, permits, legal status, etc.

1.2 GERMANY

The DoD Contractor Personnel Office (DOCPER) is responsible for implementing the Agreements of March 27, 1998, and the Agreements of June 29, 2001, signed by the U.S. Embassy and German Foreign Ministry, establishing bilateral implementation of Articles 72 and 73 of the SA to the NATO SOFA. These two Articles govern the use in Germany of DoD contractor employees as Technical Experts (TE), Troop Care (TC) providers, and Analytical Support (AS) contractor personnel. Because this TO proposes to employ TE, TC and AS personnel in Germany, the TO itself and the applications of individuals seeking TE/TC/AS status under the TO are required to be submitted through DOCPER for approval before performance under the TO can commence in Germany.

The contractor shall comply with Army in Europe (AE) Regulation 715-9 (Contractor Personnel in Germany – Technical Expert, Troop Care, and Analytical Support Personnel); AE Regulation 600-700 (Identification Cards and Individual Logistics Support); and with all guidance provided by the Government, including, but not limited to, DOCPER.

DOCPER is responsible for receiving, evaluating, and approving contractor employment applications before providing those applications to the German government for final approval. Contractor personnel who receive a TE Status Accreditation (TESA) or AS Status Accreditation (ASSA) will be permitted to work in Germany under the terms and conditions of the SOFA and applicable AE regulations. The contractor shall not employ personnel without TESA or ASSA under this TO in Germany unless the request has been coordinated with the S3I COR, GSA CO, TWD, and the Europe based ACOR. The contractor shall ensure that all personnel, including subcontractors, are legally able to work in Germany. The Government will not become a party to any contractor residence or tax issues. Contractor personnel who have approved status under either Article 72 or 73 of the SA to the NATO SOFA will be eligible for Individual Logistic Support (ILS) in accordance with AE Regulation 600-700.

1.3 UNITED KINGDOM (UK)

A UK visa, also commonly referred to as an “entry stamp,” “entry visa,” “entry clearance,” “entry clearance stamp,” or “entry clearance visa” shall be obtained for all contractor personnel and eligible dependents prior to relocation to the UK.

The contractor shall be responsible for ensuring their company is registered with the Office of the Special United States Liaison Officer at the U.S. Embassy in London, UK, in order to establish eligibility for SOFA Civilian Component passport stampings under the terms of the PMP.

1.4 ITALY

The United States Sending State Office (USSSO) for Italy is the DoD diplomatic-legal office responsible for supervising the administration of the NATO SOFA in Italy. While the USSSO performs as the legal advisor to the U.S. DATT, the Office of Defense Cooperation, and the U.S. Embassy Country Team, the USSSO is primarily the legal representative in Italy for USEUCOM. The USSSO also coordinates and advocates U.S. Forces’ positions on numerous SOFA and non-SOFA issues to the Italian Government and its military, the U.S. Ambassador to Italy, and the Ambassador’s Country Team. DOCPER is responsible for processing all contractor requests for TR status on behalf of the USSSO.

The contractor shall comply with AE Regulation 550-32 (Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicles and Drivers’ Licenses, Civilian Component and Technical Representative Status) and with all guidance provided by the Government, including, but not limited to, DOCPER and USSSO. All contractor personnel (and eligible dependents) with a place of performance in Italy are required to obtain a visa issued by an Italian Consulate prior to entering Italy, there are no exceptions.

Contractor personnel who receive TR status will be permitted to work in Italy under the terms and conditions of the SOFA and applicable AE regulations. The contractor shall not employ personnel without approved TR status under this TO in Italy unless the request has been coordinated with the DIA/USEUCOM TPOC and FEDSIM COR and approved by the FEDSIM

CO. The contractor shall ensure that all personnel, including subcontractors, are legally able to work in Italy. The Government will not become a party to any contractor residence or tax issues.

1.5 WORK IN OTHER NATO LOCATIONS.

Work in other NATO countries to include Turkey and England, or countries supporting expeditionary forces (such as Poland or Ukraine), will be managed on a case-by-case basis, fully detailed and stipulated in a paragraph included in the Technical Work Directive.

1.6 RELOCATION AND REPATRIATION

The Government will reimburse the contractor for reasonable and allowable costs, as determined by the S3I COR and CO, associated with relocating and repatriating personnel from/to the individual's CONUS home of record. In determining what is considered reasonable and allowable, the Government will consider FAR 31.205-35 and what is afforded to U.S. Government civilian employees under the JTR.

If the Government reimburses the contractor for an individual's relocation expenses, that individual shall commit to a minimum 24-month service commitment, which commences when the individual arrives at the designated place of performance and begins work. If that individual vacates the position and/or place of performance prior to the 24-month mark, the contractor shall either refund the relocation expenses to back to the Government or the contractor shall bear all costs associated with back-filling that position whichever is greater. In the event an individual is hired in country, that individual will be eligible for repatriation after two years on contract. The Government will consider exceptions to this policy on a case-by-case basis. The contractor shall address all requested exceptions with the S3I COR and the final decision will be made by the S3I COR and GSA CO.

The contractor shall develop an SOP that outlines in detail the contractor's processes and procedures for managing relocation and repatriation activities and the contractor's proposed relocation and repatriation costs. The contractor shall operate in accordance with the most recent Government-approved version of the SOP/PMP. This SOP shall be submitted to the Government a part of the contractor's PMP.

Prior to incurring any costs associated with the relocation and/or repatriation of personnel that the contractor intends to charge to the Government, the contractor shall submit a Relocation Cost Estimate that identifies the specific charges and estimated associated costs for the COR's review and approval.

Travel-related expenses associated with the relocation and/or repatriation of personnel shall be submitted in a travel request and charged under the travel CLIN. This includes, but is not limited to, airfare, lodging, and per diem expenses incurred prior to the individual obtaining housing and becoming eligible for Living Quarters Allowance (LQA).

1.7 OCONUS ALLOWANCES

The Government will reimburse the contractor for the allowances and benefits as identified in the Task Order. If an allowance or benefit is not specifically identified in the TO and the contractor would like the Government to consider allowing for reimbursement, then the contractor may submit a request in writing to the S3I COR and GSA CO that contains, at a minimum, a summary of the request, a justification for why it is in the Government's best interest, and the associated estimated cost(s). Final decisions will be made by the S3I COR and GSA CO and if necessary, the TO will be amended by a bilateral modification.

1.8 QUARTERS ALLOWANCE

Section 100 of the DSSR outlines quarters allowances which include:

- a. Temporary Quarters Subsistence Allowance
- b. LQA
- c. Extraordinary Quarters Allowance

The Government will reimburse the contractor LQA expenses only (item b. above), in accordance with DSSR Chapter 130 – Living Quarters Allowance, under this TO. The Government will not reimburse the contractor for any other quarter's allowances identified in the DSSR which includes items a. and c. above. LQA will be reimbursed in accordance with the provisions of DSSR Chapter 130 – Living Quarters Allowance and at the rates established by the DSSR specific to each foreign location.

The contractor shall develop an SOP that outlines in detail the contractor's processes and procedures for managing LQA. At a minimum, the SOP shall address the Government requirements identified in the TO and roles and responsibilities. This SOP shall be submitted to the Government a part of the contractor's PMP. The contractor shall operate in accordance with the most recent Government-approved version of the SOP/PMP.

As stated in DSSR Chapter 131.1, the purpose of LQA is to reimburse the contractor for the annual cost of suitable, adequate, living quarters for the employee and his/her family. The rates established by the DSSR specific to each foreign location represent the maximum amount that may be reimbursed by the Government in a 12-month period for an individual. Key Personnel identified in Section H.3 of the TO are eligible for reimbursement at the Quarters Group 2 rate.

All other contractor personnel, determined by the FEDSIM COR to be eligible for LQA reimbursement, will be reimbursed at the Quarters Group 3 rate. The Government will not reimburse any expenses and/or costs that exceed the DSSR specified maximum amount. The maximum LQA amount that each contractor employee was eligible to receive in accordance with the rates established by the DSSR specific to each foreign location.

Contractor personnel are not eligible for LQA reimbursement from the Government until approved by the S3I COR. Prior to incurring any LQA costs that the contractor intends to charge to the Government, the contractor shall submit a reimbursement request to the S3I COR that includes, at a minimum, the employee's name, location, OASIS labor category, family size, and the requested monthly LQA amount based on the projected actual costs. Once request has been

approved by the S3I COR, the contractor is permitted to invoice at the approved monthly amount. Once approved, if the contractor would like to change the monthly amount for an employee(s), the contractor shall submit a new RIP that contains a justification for the change.

1.9 COST OF LIVING ALLOWANCE (COLA)

Section 200 of the DSSR outlines COLAs which include:

- a. Post Allowance (AKA COLA)
- b. Foreign Transfer Allowance
- c. Home Service Transfer Allowance
- d. Separate Maintenance Allowance
- e. Education Allowance
- f. Educational Travel

The Government will reimburse the contractor for COLA and education expenses only (items a and e above), in accordance with DSSR Chapter 270 – Education Allowance, under this TO. The Government will not reimburse the contractor for any other COLAs identified in the DSSR which includes items a. – d. and f. above.

Cost of Living Allowance is calculated using DoD rates IAW the Joint Travel Regulation for each location and family size. Education allowances will be reimbursed in accordance with the provisions of DSSR Chapter 270 – Education Allowance and at the rates established by the DSSR specific to each foreign location. Prior to incurring any COLA or education costs that the contractor intends to charge to the Government, the contractor shall submit reimbursement request for each applicable year that lists by employee name and location COLA amount and the requested education allowance(s) and associated school grade for each child.

The rates established by the DSSR specific to each foreign location represent the maximum amount that may be reimbursed by the Government. The contractor shall invoice the Government based on the actual costs incurred up to the maximum amount authorized by the DSSR specific to each foreign location.

ALLOWANCE CHANGES: The DSSR, JTR and DoD regulations remain in effect for the duration of this contract. This TO is subject to revisions and changes. All personnel on contract will abide by changes as directed by the Government.

1.10 HOME LEAVE

Contractors assigned to an OCONUS location under this Task Order are permitted to request reimbursement for home leave travel for the contractor and immediate family effective 12 months after arrival in country. This is for OCONUS to CONUS travel. Subsequent home leave is eligible after 12 months return from the last home leave.